TERMS OF REFERENCE (TOR)

Position: Assistant Manager (Economic Growth), MPOWER

Location: SPMU, Shillong

Mode of Engagement: Full-time Contractual

Duration: 01 Year (Extendable based on performance and project continuity)

1. Position Overview

The Assistant Manager (Economic Growth) will **design, manage and implement economic growth initiatives** for the Economic Growth and Youth Opportunities sector under the Meghalaya Programme for Adolescent Wellbeing, Empowerment and Resilience (MPOWER), Government of Meghalaya.

The Assistant Manager will lead MPOWER's work on **economic growth diagnostics, local economic development, district, block and constituency-level engagements, capacity building, research and dissemination**, including collaboration with technical and government partners.

The role involves conducting research and analysis, leading workshops and stakeholder engagements, documenting findings, and developing actionable recommendations and programme initiatives.

2. Job Purpose

To provide programme coordination and implementation leadership for the Economic Growth and Youth Opportunities sector under MPOWER, based in Shillong, Meghalaya.

3. Qualifications and Experience

Essential Qualifications and Experience

- Postgraduate degree from an accredited university in **Economics, Statistics, Data Analytics/Data Science, Public Policy, Development Studies or Management/MBA**, or a related field.
- **At least 3 years of experience in research and data analysis experience** on economic development, public policy research, development programme, or in any relevant field.
- Demonstrated ability to conduct targeted research, analyse information, present findings and translate them into recommendations.
- Experience coordinating workshops, consultations or multi-stakeholder engagements.

Essential Skills

- Effective leadership and interpersonal skills, with the ability to guide and review the work of junior team members.
- Strong programme management, problem-solving and decision-making skills, with the ability to independently manage workstreams and deliver outputs.
- Strong research, analytical writing and synthesis skills.
- Strong workshop design and facilitation skills, and effective stakeholder management.
- Strong communication skills and the ability to engage diverse audiences.
- Self-starter who can thrive in a "start-up" setting, with a passion for development work and strong values and professional integrity's.
- Proficiency in word processing, spreadsheets and presentation software, and fluency in managing and using digital platforms.

Desirable

- Exposure to economic development, public policy, research or development programmes.

- Experience working with government departments, development partners or research institutions.
- Experience with data collection, surveys and data analysis.
- Knowledge of Meghalaya's economic, social, cultural and institutional context.
- Ability to engage with senior government officials and community-level stakeholders.
- Familiarity with PDIA, adaptive management or discovery-oriented approaches.
- Experience in multi-stakeholder coordination or secretariat management (development projects, roundtables, working groups).
- Experience with capacity-building initiatives in Meghalaya.
- Familiarity with Khasi, Garo, Jaintia or other local languages.

4. Remuneration

Remuneration will be as per the MBDA/MBMA organizational norms, commensurate with the candidate's qualifications and experience.

5. Scope of Work: Detailed Tasks and Expected Outputs

A. Economic Research, Analysis and Policy Inputs

- Lead targeted research on economic growth, local economic development, sectors, employment, markets and investment relevant to Meghalaya.
- Analyse quantitative and qualitative data to identify economic opportunities, constraints and emerging trends.
- Support analysis of survey findings and other evidence generated through MPOWER's programmes and partnerships.
- Prepare research notes, analytical briefs, presentations and background materials.
- Translate research findings into policy briefs, analytical notes and actionable recommendations.
- Identify areas for further research, field validation or experimentation.

B. Constituency and Block-Level Economic Growth Engagements

Lead the design, coordination, delivery and follow-up of economic growth engagements across selected constituencies and blocks, ensuring that workshops translate into actionable local initiatives. This will include:

- Identify pilot blocks and constituencies based on economic opportunity, sector focus and stakeholder engagement.
- Coordinate with BDOs, JRDOs, MLAs, traditional institutions, community representatives, youth, SHGs, businesses and other stakeholders.
- Develop stakeholder maps, participant profiles and engagement plans.
- Lead preparation and delivery of workshops in coordination with the Government Innovation Lab (GIL) and technical partners.
- Document local economic opportunities, constraints, priorities and potential solutions.
- Develop action-oriented workshop reports capturing priorities, responsibilities and next steps.
- Establish and track follow-up mechanisms, including review meetings and handholding support.
- Consolidate learning across engagements and recommend improvements or opportunities for scale-up.

C. Capacity Building

- Support the development and implementation of capacity-building programmes for relevant government officials.
- Coordinate with technical partner(s) on session design and delivery.

- Lead capacity building on areas such as economic growth, Growth Diagnostics, PDIA, Adaptive Leadership and discovery-oriented policymaking.
- Track participation, learning and application of training.
- Identify improvements required in future capacity-building programmes.

D. Dissemination and Knowledge Management

- Support dissemination of research and findings to government and other stakeholders.
- Prepare the following:
  - Policy briefs
  - Presentation decks
  - District and block briefs
  - Workshop summaries
  - Case studies
  - Learning notes
  - Success stories
  - Communication materials
- Maintain a structured repository of research, workshop outputs, presentations, datasets and learning products.
- Consolidate learning across pilots and workstreams.
- Support preparation of interim and final programme reports.

TERMS OF REFERENCE (TOR)

Position: Programme Associate (Economic Growth), MPOWER

Location: SPMU, Shillong

Mode of Engagement: Full-time Contractual

Duration: 01 Year (Extendable based on performance and project continuity)

1. Position Overview

The Programme Associate (Economic Growth) will provide **research, analytical and programme implementation support** for the Economic Growth and Youth Opportunities sector under the Meghalaya Programme for Adolescent Wellbeing, Empowerment and Resilience (MPOWER), Government of Meghalaya.

The Programme Associate will support MPOWER's work on **economic growth diagnostics, local economic development, district, block and constituency-level engagements, capacity building, research and dissemination**, including collaboration with technical and government partners.

The role involves conducting research and analysis, supporting workshops and stakeholder engagements, documenting findings, and contributing to actionable recommendations and programme initiatives.

2. Job Purpose

To provide programme coordination and implementation support for the Economic Growth and Youth Opportunities sector under MPOWER, based in Shillong, Meghalaya.

3. Qualifications and Experience

Essential Qualifications and Experience

- Postgraduate degree from an accredited university in **Economics, Statistics, Data Analytics/Data Science, Public Policy, Development Studies or Management/MBA**, or a related field.
- **At least 1 year of experience in research or data analysis is preferred**; fresh postgraduates with excellent knowledge of the relevant subject may also be considered.
- Demonstrated ability to conduct targeted research, analyse information, present findings and make recommendations.
- Strong academic or professional exposure to analytical and problem-solving work.

Essential Skills

- Effective interpersonal skills and the ability to work well in a team.
- Self-starter who can thrive in a "start-up" setting by taking ownership and initiative.
- Passion for development work and demonstrated interest in helping communities improve development outcomes.
- Strong listening, verbal and written communication skills; able to synthesise information and tailor communication to diverse audiences.
- Strong values and professional integrity.
- Sound decision-making and problem-solving skills.
- Proficiency in word processing, spreadsheets and presentation software, and fluency in managing and using digital platforms.

Desirable

- Exposure to economic development, public policy, research or development programmes.

- Familiarity with data collection, surveys, basic data analysis and preparation of presentations and reports.
- Experience or exposure to workshops, stakeholder consultations or field-based programmes.
- Knowledge of Meghalaya's institutional, social, cultural and economic context.
- Familiarity with Khasi, Garo, Jaintia or other local languages.
- Ability to engage with both senior government officials and rural community leaders.
- Experience in multi-stakeholder coordination or secretariat management (development projects, roundtables, working groups).
- Experience with capacity-building initiatives in Meghalaya.

4. Remuneration

Remuneration will be as per the MBDA/MBMA organizational norms, commensurate with the candidate's qualifications and experience.

5. Scope of Work: Detailed Tasks and Expected Outputs

A. Economic Research, Analysis and Policy Inputs

- Conduct targeted research on economic growth, local economic development, sectors, employment, markets and investment relevant to Meghalaya.
- Analyse quantitative and qualitative data to identify economic opportunities, constraints and emerging trends.
- Support analysis of survey findings and other evidence generated through MPOWER's programmes and partnerships.
- Prepare research notes, analytical briefs, presentations and background materials.
- Synthesise findings from research and stakeholder engagements into actionable recommendations.

B. Constituency and Block-Level Economic Growth Engagements

Support the design, coordination, delivery and follow-up of economic growth engagements across selected constituencies and blocks, ensuring that workshops translate into actionable local initiatives. This will include:

- Identify and coordinate pilot blocks, constituencies and relevant stakeholders.
- Prepare stakeholder maps, participant lists and engagement plans.
- Coordinate workshop logistics, agendas, materials and facilitation arrangements.
- Document key discussions, local economic opportunities, constraints, priorities and potential solutions.
- Develop concise, action-oriented workshop reports capturing agreed priorities, actions, responsibilities and next steps.
- Track follow-up actions and coordinate with local stakeholders to support implementation, including follow-up meetings and technical handholding where required.
- Consolidate learning and emerging opportunities to inform future engagements.

C. Capacity Building

- Support the development and implementation of capacity-building programmes for relevant government officials.
- Coordinate with technical partner(s) on session design and delivery.
- Maintain participant records and training outputs.
- Track the application of learning following training programmes.

D. Dissemination and Knowledge Management

- Support dissemination of research and findings to government and other stakeholders.
- Prepare the following:

    - Policy briefs
    - Presentation decks
    - District and block briefs
    - Workshop summaries
    - Case studies
    - Learning notes
    - Success stories
    - Communication materials
- Maintain a structured repository of research, workshop outputs, presentations, datasets and learning products.
- Consolidate learning across pilots and workstreams.
- Support preparation of interim and final programme reports.